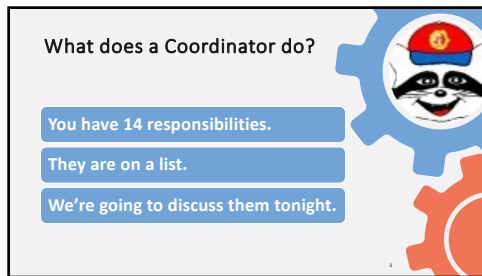


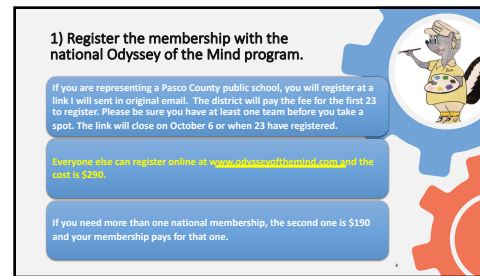
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2) Work with the membership's administrators to advertise the program to students, parents, faculty, etc. Your regional director can help with this by presenting an awareness session.

3) Attend one of the coordinators' meetings. **READ ALL INFORMATION CAREFULLY** - provided on the website when updated.

5

4) Sign up coaches and create teams. How teams are formed AND PAID FOR is up to each individual membership, but each team must have at least one coach; two is better. All coaches must be approved volunteers.

Let's share some ideas for team formation.

6

5) Copy all information provided online, and distribute it to coaches. Decide if each team is responsible for securing a judge and/or worker or if the membership will handle that. **VERIFY THAT ALL COACHES, JUDGES, AND WORKERS ARE APPROVED VOLUNTEERS ACCORDING TO YOUR MEMBERSHIP'S PROCEDURES.**

7

More about the paperwork....

- List of Important Dates
- Beginning Coach Training Flyer
- District Required Parent Permission form
- Scholarship info (high school seniors)

- Dates are arranged by role.
- Website will have all UPDATED forms by October 1.
- District form is due no later than JANUARY 15.
- Focus on CREATIVITY.
- TRAINING OF ALL NEW COACHES

8

More about the paperwork.....

- ✓Team Registration form
- ✓Worker Registration form
- ✓Judge Registration form

ALL COACHES, WORKERS, AND JUDGES MUST BE APPROVED VOLUNTEERS!

Real emails, real addresses, ALL scheduling issues must be listed.

Workers serve 2 to 3 hours shifts, and are scheduled so as to see the team perform.


JUDGES MUST BE AVAILABLE FOR TWO DAYS: Training and tournament.

Judges will not see any team from the represented school.

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Each team is required to provide one worker and one judge. If you provide more than one judge or worker per team, that's very helpful for the region, BUT PLEASE DON'T register multiple judges and/or workers with the idea that the extra adults are "back up" or "just in case" the required adult doesn't show up.

We train, schedule, and rely on the extras the same as the required. Therefore, ALL WORKERS AND JUDGES WHO ARE REGISTERED AND SCHEDULED ARE EXPECTED TO FULFILL THEIR OBLIGATION OR THE TEAM WILL BE PENALIZED.



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More about the paperwork.....

- ✓Regional Membership Form

ALL COACHES, WORKERS, AND JUDGES MUST BE APPROVED VOLUNTEERS!


- Coordinators send this form to Freda as soon as all coaches, workers, and judges have been secured.
- It is mandated by the DISTRICT to insure that all who work with our students are approved volunteers.
- Do NOT send it with any TBA on it.



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More about the paperwork.....

- ✓Regional T-shirt Order form



- Regional T-Shirts – not required; can pay online this year; done online by coach; send forms and checks to Freda.
- Image will be posted on website as soon as it's decided.
- T-shirt matches pins.

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Final words about the paperwork.....

FORMS GO WHERE?

- **Coordinators Give to coaches and Get Back:** Team, Worker, and Judge Registration forms – please insure workers/Judges get their part of the forms. Also, the District Required Form
- **Give to Coaches:** Important Dates, Training flyers, Scholarship Application, Regional T-Shirt order form (get back if school paying with check)
- **Send to the Regional Director (Freda):**
 - Regional Membership Registration form,
 - Regional T-shirt Order forms with money (unless paid online)
 - Scholarship forms (sent by applicant)
 - District Required Form – one per team member (can be sent by coach)


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- 6) **Provide your contact information in writing to the coaches so they can inform you of any questions, concerns, or issues that arise.**
- 7) **Make sure each coach has a copy of the Odyssey of the Mind Program Guide.** The guides can be downloaded free from Odysseyofthemind.com.
- 8) **Encourage all new coaches to attend one of the beginning coach trainings.**




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- 9) **Make sure each coach knows the official membership name and number. Give each coach a copy of the membership card (download from national site after membership is paid).**
- 10) **Distribute any information sent by the regional director prior to tournament day. Usually, this information will arrive via e-mail.**



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- 11) **Collect all team forms, t-shirt orders, and registration fees prior to the respective deadlines. Use the information to register each team online at www.odysseyofthemind.com. Send Regional Membership form and the order forms and monies together to the regional director prior to deadline.**



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REGISTERING YOUR TEAMS ONLINE

- Make sure your coaches are aware of how to do this and what part is their responsibility.
- Recommended that you start the process and then your coaches and judges will complete it. Set generic passwords in case coach leaves.
- You can pay online via Pay Pal or by check.
- YOU START AT THE MEMBERS AREA, BUT NOT TILL NATIONAL MEMBERSHIP IS ACTIVATED (paid). You'll get an email.**

www.odyssevoftthemind.com


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REGISTERING YOUR TEAMS ONLINE

- > Each competitive team costs **\$175.00** to register:
 - > **\$100** is for the state registration fee.
 - > **\$75** is for the regional registration fee.
- > Primary teams are **\$150** each (**\$100** state fee and **\$50** regional fee).
- > If a competitive team progresses to the state level, there will be a **\$250** State Tournament Fee to pay at that time. Primary teams will pay **\$100** State Tournament Fee.

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REGISTERING YOUR TEAMS ONLINE



-  **DECEMBER 15** – Have your teams, workers, and judges registered or at least STARTED.
-  **JANUARY 15** – THE TEAM REGISTRATION AREA WILL BE LOCKED. AFTER THAT DATE, YOU CAN ONLY CHANGE JUDGE OR WORKER INFORMATION VIA EMAIL TO FREDA.
-  IF THE TEAM IS NOT FULLY REGISTERED AND PAID FOR BY JANUARY 15, YOU WILL BE ASSESSED A LATE FEE OF \$25 PER TEAM.

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What Can Coaches Do Online?

- Coaches with the username and password can submit requests to modify the team records or remove team members online.
 - AD or RD must approve
- A coach can add up to 7 team members online.
- A coach can change his/her username and password.
- A coach can **not** change the membership name, membership number, problem and division of the team. (Directors can do this.)

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12) Remind all coaches to attend one of the COACHES WHO CARE meetings (Feb. 12 or 13) and all judges to attend judge training ON FEBRUARY 10. Be sure to thank and remind them frequently prior to the scheduled day.


13) Encourage others from the membership to attend the regional tournament to support your teams. Make sure your membership has a banner for the awards ceremony.

14) Be ready to assist teams going on to state with hotel registration, state tournament fee, etc.



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Membership Banners



• Banners are NOT the membership signs that each team must have. Banners are hand carried by two or three team members during the awards ceremony opening processional.

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WHAT'S NEW OR IMPORTANT THIS YEAR?

- ✓ TOURNAMENT IS AT T.E. Weightman MS. Projected: 80 teams
- ✓ Tournament Site Preview on Saturday, February 10, 1:00 to 2:00 pm
- ✓ Tournament Day training for primary coaches is required: February 10, 10am – noon at TEWMS.
- ✓ Having Home Depot/Lowes/etc. cut wood for a team is considered outside assistance. PLEASE spread the word to your experienced coaches.
- ✓ Bounce houses are back!!!!!!
- ✓ Hat contest planned for tournament day!
- ✓ Looking for those willing to mentor new coaches.
- ✓ State tournament fees have INCREASED – plan accordingly.
- ✓ State tournament is at end of Pasco spring break - March 30 – Easter weekend – plan accordingly.

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Your #1 job:

Read my emails and pass the information to your coaches. They blame you for "not knowing" about stuff. I know it's not true.

Expect one to two emails per month. Check your spam folder if you don't hear from me.



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Getting and Giving the problems:

- When the membership is activated (paid), teams will have access to the full problems.
- Teams should meet 4-5 times BEFORE you give them access to the full problem (membership # + zip code).
- Work on becoming a team: how to make decisions, how to listen to each other, who's good at what, etc.
- Teach them skills: brainstorming, critiquing, sewing, etc.
- Once the team has the full problem, coaches are severely limited in what they can say and do.
- If you have an experienced team and want the problem right away, send me an email.

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Thank You!

If you need me, email is fastest, but you can call or text, too.

Freda Abercrombie
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813-924-0850, cell

www.gcodysey.com

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